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20 DEC 1963

MEMORANDUM FOR: Deputy for Technology, OSA
Attention: Chief, Contracts Division

Deputy for Field Activities, OSA
Attention: Chief, Materiel Division

Acting Chief, Support Division, OSA
Attention: Chief, Finance Branch
Chief, Travel Branch

SUBJECT : Audit Report of Office of Special
Activities For Period 1 July 1962
• through 30 September 1963

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REFERENCE : ██████-3725-63, dated 21 November 1963

1. Attached for each addressee is a copy of subject audit report, the contents of which have previously been discussed with you. Each office is requested to review this report and determine the corrective actions, if any, that are to be taken.

2. I would like to reply to this report not later than 14 December 1963, therefore, each office is requested to answer to the paragraphs as indicated below:

a. Chief, Contracts Division, OSA
Paragraph 4a, d. (paragraph d. to be answered jointly by Contracts Division and Materiel Division)

b. Chief, Materiel Division, OSA
Paragraph 4d, e, f and j. (See a. above)

c. Chief, Budget & Finance Branch, OSA
Paragraph 4b, g, h and i.


d. Chief, Travel Branch, OSA
Paragraph 4c.

e. Action required by paragraphs 15, 16 and 17 has been completed. The reply

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shall be prepared jointly by the Chief,
Budget & Finance Branch and the Chief,
Contracts Division.

3. Replies should be completed by 10 December 1963
and forwarded to the Chief, Budget & Finance Branch, OSA,
who will compile a consolidated answer.




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JACK C. LEDFORD
Colonel USAF
Assistant Director
(Special Activities)

Attachment:
a/s

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B&F/OSA: :rgu (29 Nov. 63)
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- #7 - Director of Finance, w/att
- #8 - AD/OSA, w/att
- #9 - B&F/OSA (Reading), wo/att
- #10 - RB/OSA, wo/att

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